

General Instructions on LankaSign Document Submission

Instructions for inserting information on the Agreement and Board Resolution or Statement of Signature for all companies and government and non-government organizations.

- 1. The company name, address, registration number should be written on the Agreement exactly as is in the company's registered corporate documents.**
- 2. The company name, address, registration number should be written on the Board Resolution or Statement of signatures exactly as is in the company's registered corporate documents.**
- 3. All pages of the Agreement should be initialed by the signatory to the Agreement**
- 4. The name of the signatory should be written on the Agreement and Board Resolution or Statement of Signature exactly as is in company's registered corporate documents**
- 5. Company seal should reflect the company name and registration number of the company (address is optional) exactly as is in the company's registration documents. Always use the same company seal in all documents. Do not use different company seals in documents.**
- 6. The date on the Board Resolution or Statement of Signatures should be in line with the date on the agreement. Agreement should always be dated after the Board Resolution / Statement of Signatures or the same date.**
- 7. Kindly be informed that you are required to sign the standard Agreement which is available as a download on the LankaClear website. Please note that all customers who purchase digital certificates from LankaClear are required to sign the standard Agreement as is without any changes**

Note:

- Companies registered in the RoC, please consult your company secretary for any further advice.**
- Spellings in all your information when completing the Agreement, Board Resolution or Statement of signatures should be exactly as is in the company's registered corporate documents**